

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1298

TITLE: SENIOR ECONOMIC AND STATISTICAL ANALYST

GRADE: S-31

DEFINITION:

Under direction, serves as the principle demographic, economic and statistical research methodologist; manages quantitative, economic, demographic, and statistical research and special analyses that provide data for policy decisions, strategic planning, and decision-making; develops, reviews, and approves statistical processes, project methodologies and final products; supervises a team of analysts as they perform complex research and analysis; and performs other work as required..

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Single-position class; principle demographic, economic and statistical research methodologist for Fairfax County; managerial.

ILLUSTRATIVE DUTIES:

(The illustrative duties listed in this specification are representative of the class but are not an all inclusive list. A complete list of position duties and unique physical requirements can be found in the position description.)

Manages, professional, technical and contract staff responsible for conducting quantitative, economic and demographic research and special analysis used for policy decisions, strategic initiatives, and decision-making;

Manages the allocation of staff and other resources among projects and research studies;

Mentors staff and manages their professional development;

Monitors multiple project completion schedules;

Reviews and approves statistical processes, project methodologies and final products;

Ensures quality and accuracy of final publications and products;

Conducts complex quantitative analyses and develops models in the areas of economics, demographics, statistics and survey research using advanced statistical techniques and computer programming languages;

Reviews and approves statistical processes, project methodologies and final products to ensure the appropriate legal, ethical, statistical and quantitative analysis procedures are followed;

Provides guidance, support and quality assurance oversight to other County agencies on matters related to quantitative analysis and research methodology;

Provides support to local elected officials and senior County management on issues of demographic and economic forecasting and quantitative methodology;

Prepares, submits and monitors economic and demographic research budget and training requests for staff.

CLASS CODE: 1298

TITLE: SENIOR ECONOMIC AND STATISTICAL ANALYST

GRADE: S-31

Page 2

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all inclusive list).

Considerable knowledge of the principles, theories, and best practices of economic, demographic and statistical analysis and research;

Advanced knowledge of economic, demographic and statistical data and research practices of federal, state and local government;

Ability to plan and coordinate the work of assigned staff, including making equitable assignments and assuring that deadlines are met;

Ability to evaluate the work performance of the assigned staff;

Ability to provide coaching and guidance, and development planning for employees;

Ability to track and monitor multiple projects;

Ability to present complex information to agency management, senior County management and elected officials in a clear, concise manner.

Ability to perform quantitative analysis and economic and demographic forecasting.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:

Graduation from an accredited college or university with a master's degree in economics, mathematics, survey design, statistics, or a related field; PLUS

Six years of professional work experience in research or quantitative analysis, modeling and forecasting, economics, demographics, statistics or policy analysis.

CERTIFICATES AND LICENSES REQUIRED:

None.

NECESSARY SPECIAL REQUIREMENTS:

None.

REVISED:	November 12, 2009
ESTABLISHED:	October 9, 2009